

DIRECTOR, AREA AGENCY ON AGING
(Executive Management)

DEFINITION:

To develop a comprehensive and coordinated system of services for elderly persons and others whose physical condition places them at risk of institutionalization; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is an executive management class allocated only to the Health and Human Services Agency (HHS). Incumbents report to the Director, Health and Human Services Agency. Plans, directs, organizes, coordinates, and evaluates the overall activities of the Aging and Independence Services, including the assessment of senior services or frail adults.

EXAMPLES OF DUTIES:

Plans, directs, organizes, coordinates, and evaluates the overall activities of the Area and Independence Services, including the assessment of senior or frail adult services, contract monitoring, and administrative services; directs the establishment and implementation of departmental policy, procedures, and programs in compliance with federal or state laws or regulations; directs the need assessments and short/long terms plans to maintain senior and contract monitoring service levels; directs the research activities relating to gerontology and aging programs; develops the department's annual budget and monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections; identifies operational problems and formulates appropriate solutions; acts as liaison with other public and private agencies and provides information to the media, public, citizen or community groups, and agency representatives on departmental activities; and supervises subordinate staff.

MINIMUM QUALIFICATIONS:

Thorough knowledge of:

- The Older Americans Act and other laws or regulations that govern long-term health care.
- Community resources used to provide a variety of services to seniors and frail adults.
- Dynamics of aging and special needs of the elderly, AIDS patients, and adults with physical or mental disabilities.
- Policy/procedure development and implementation related to senior services and contract monitoring programs.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of the Aging and Independence Services staff involved in providing health care services to senior or frail adults and monitoring contracts providing a variety of services to senior or frail adults.

- Direct the establishment and implementation of departmental policy, procedures and programs related to senior care services.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and implement policy, procedures and programs related to senior care services.
- Direct the preparation of annual reports, projects, divisional plans, and need assessments.
- Prepare annual budget and monitor revenues and expenditures.
- Establish and maintain effective working and diplomatic relations with staff, clients, public, and representatives from government, media, and other agencies.

EDUCATION/EXPERIENCE:

Education, training and/or experience that demonstrates possession of the knowledge, skills and abilities stated above. An example of qualifying education and experience is: five (5) years of management experience in planning, directing, and organizing the activities of staff responsible for coordinating a variety of services for the elderly or other persons in frail health condition. The possession of a master's degree in gerontology, social work, social science, or a closely related field is highly desirable.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.